

State Procurement Office
HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS)

GENERAL OVERVIEW

The Hawaii Electronic Procurement System (HePS) is an electronic internet-based procurement system that includes the following procurement functions:

- Vendor registration;
- Small purchase request for quote (eRFQ);
- Price list catalog (eCatalog);
- Invitation for bid (IFB);
- Request for proposal (RFP); and
- Reverse-auction.

The various electronic procurement functions will be implemented in phases beginning with the vendor registration, eRFQ, and eCatalog. While the Executive Branch of the State of Hawaii will be the primary participant for the HePS, other government jurisdictions of the state or county may elect to participate.

The HePS saves the government money by eliminating much of the paperwork and time involved in the procurement process. The current method of awarding contracts less than \$25,000 involves soliciting quotes by phone or fax, a time consuming and sometimes unfair practice. The HePS makes government purchasing more accessible and opens up competition by making contracts available to a broader number of businesses; and is also designed to solicit only Hawaii companies, unless the level of local competition is inadequate.

VENDOR REGISTRATION

Vendors will be able to register on-line, to include selecting category codes for the types of goods or services they offer. Vendors will be automatically electronically notified whenever an agency solicits an online request for quotes for their category of items.

There is no vendor registration fee, all awards through the H'ePS will be subject to a .85% transaction fee. This transactions fee will be based on the dollar value of the awards made, and payable by the vendor to the contractor managing the H'ePS.

REQUEST FOR QUOTES (eRFQ)

The eRFQ system provides an electronic solicitation and receipt of quotes for goods and services less than \$25,000. Participating vendors will be given a specified time and date to submit their price quotes, and the awarded vendor will be notified once the time for offers closes and award is made. The system will allow agencies to make awards for individual items, groups of items, or by the total sum bid.

ELECTRONIC CATALOG (eCATALOG)

The State Procurement Office (SPO), through the competitive procurement process, establishes for the executive branch, statewide price lists and requirements contracts for various common-use goods and services. Through cooperative purchasing agreements, these contracts are also made available to participating jurisdictions including the counties, the Department of Education, the Judiciary, the Legislature, the University of Hawaii, and other political subdivisions of the State.

These price lists and requirements contracts will be available on the H'ePS for agencies to electronically place orders. Agencies will be able to search through price lists and requirements contracts, prepare a purchase document, electronically transmit the document for appropriate agency verification and approvals, and electronically transmit the document to the appropriate contract vendor.

INVITATION FOR BIDS (IFB), REQUEST FOR PROPOSALS (RFP), AND REVERSE-AUCTION

Future developments include the submission of invitation for bids and request for proposals, and a reverse-auction process are planned for subsequent phases.